

## ADMINISTRATIVE REPORT

**TO:** Planning & Development Committee  
**FROM:** B. Newell, Chief Administrative Officer  
**DATE:** July 19, 2012  
**RE:** Q2 2012 Activity Report – For Information Only



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### 1.0 **DEVELOPMENT SERVICES DEPARTMENT**

#### 1.1 **PLANNING**

- Area 'H' Official Community Plan – Board Report on staff research and Citizens Committee support for a 20 ha lot in the AGR zone. OCP referrals sent to agencies.
- Area 'B' Community Plan – Committee meetings on Draft Community Plan sections.
- Climate Action Plan – Established new SMARTTool, a Provincial Green House Gas tracking and accounting tool. Work on Implementation Strategy.
- Regional Growth Strategy – Ongoing work on Implementation, including completion of Regional Context Statements.
- Area D-2 Community Plan – Citizens Committee meetings to review Goals and Objectives and Draft Plan. Technical Advisory Committee meeting. Draft Plan ready for public review.
- OCP Housekeeping Amendments, including revised RAR regulations – APC and agency referrals. Final Bylaw Amendments to Board for first and second reading.
- Board Planning Workshop, including Jeopardy game.
- Department Review at Naramata Townhall meeting
- Organized Agriculture Land Commission presentation to all Advisory Planning Committees.
- Osoyoos Indian Band Halfway house rezoning – numerous consultations and meetings
- Retained by Town of Princeton and Town of Oliver for Planning Services. Renewed Planning contract for Keremeos.
- Worked on RDOS staff team on issues around the KVR trail in Kaleden.
- Zoning Housekeeping Amendments – Review Bylaws and Prepare Draft Amendments
- 27 Planning Reports to the Board, attendance at 5 Advisory Planning Committee meetings
- See attachment for number of new Development Applications received in January, February and March, 2012.

#### **Planned Activities for Q3 2012**

- Area D-2 Community Plan – Citizen Public consultation of Draft Plan – Mail out information, web surveys, Open House, attendance in Okanagan Falls.
- Area H OCP – Public Hearing and Adoption Process
- Gallagher Lake Area Plan – establish Terms of Reference.
- Vacation Rentals – Committee Report. Proposed Bylaw Amendments. Area meetings/Open House (tied to Zoning Bylaw Housekeeping Amendments process).
- OCP Housekeeping Amendments – Committee presentation. Area Meetings/Open House, First reading, Public Hearing.
- Area 'B' – Advisory Committee meetings. Review Public Input. Draft Plan Review by Section.

- Zoning Bylaw Housekeeping Amendments – Committee Report
- Area 'A'/Osoyoos Agriculture Plan – Commence Zoning Bylaw Implementation Phase with Town including Committee Meeting, Work Plan.
- Climate Action Plan – Establish Community and Corporate Implementation and Action Plans
- Regional Growth Strategy – Sustainability Checklist and Technical Planning Committee establishment to Board. Completion of municipal planners Regional Context Statements and first Implementation Agreement on Minor Amendment Process. Research and Update Indicators.

## 1.2 BUILDING INSPECTIONS

- Fine tuning inspection services in Area H / Princeton Building Inspection Office.
- Internal posting of Building Supervisor position

See below (page 5) for number of Building Permit applications, by Type and Area as of June 31, 2012.

## 1.3 BYLAW ENFORCEMENT

The mandate of the Bylaw Services Coordinator is to achieve compliance through voluntary means rather than using a hard handed approach. Although there is a Bylaw Notification Process in place, the issuance of fines is used as a last resort and only in cases where:

- 1) Other efforts have been exhausted;
- 2) The violator is unreasonable and uncooperative; or
- 3) There is safety issues associated with the infraction.

The following has been accomplished in the second quarter:

- Internal mapping has been modified to identify any enforcement action
- Financial tracking of tickets is near completion
- Worked with the Animal Contractor to streamline services and invoicing
- Worked with solicitor on 2 active planning enforcement files

Enforcement Highlights:

- All structures within Kennedy Lake Resort have been located, pictures taken and mapping is near completion and building permit records are being included
- Fines collected in the Second Quarter total \$1026.
- To date, since the creation of this position, paid fines total \$8766.
- There are currently about 75 active untidy premise and land use complaints being investigated

## 1.4 SUBDIVISION SERVICING

### Second Quarter Activities:

- **Subdivision Referrals** – 13 referrals received year to date.  
6 referrals approved year to date.  
**43 referrals ongoing and pending applicants' action.**

- **Ongoing Major Subdivisions:**
  - Anarchist Mountain – Osoyoos Mountain Estates Inc. (OMEI) moving forward with subdivisions referrals
  - Stonebrook, Phase II – PLA issued, pending applicant action
  - Twin Lakes – Applicant received a PLNA from the Approving Officer and has applied for a development variance permit – to the Board in Early October
  - Deer Park (Gallagher Lake) 25 bare land strata lots
  - Kaleden KVR Trail – on-going discussion for land configuration
  - Naramata Benchlands - 4 lot subdivision
  
- **Other Projects:**
  - Kaleden/KVR Trail review for subdivision and land issues
  - NW Osoyoos Sewer, Fortis BC permit for electrical connection to lift station
  - Planning Referrals – 18 reviewed year to date
  - Gallagher Lake:
    - Modular Home Park – Mobile Home Park permit, Phase II
    - Proposed Distillery and multi-Family
  - Willow Beach - Zoning review
  - (Subdivision) Works and Services Bylaw review
  - WOW Golf Course – Proposed recreational vehicle site

**Planned Activities for Q3 2012:**

- **Ongoing Subdivisions**
  - Osoyoos Mountain Estates
  - Naramata Benchlands, Phase III, subdivision
  - Assist with Naramata DCC and Capital Plan
  - Kaleden/KVR Trail review for subdivision and land issues
  - Naramata Benchlands - Water service Area Petition
  - (Subdivision) Works and Services Bylaw review
  - Deer Park (Gallagher Lake) sewer and water systems – Osoyoos Indian Band Agreement
  - Twin Lakes – Water and Sewer Petition
  - Willow Beach proposed development

**Respectfully Submitted,**

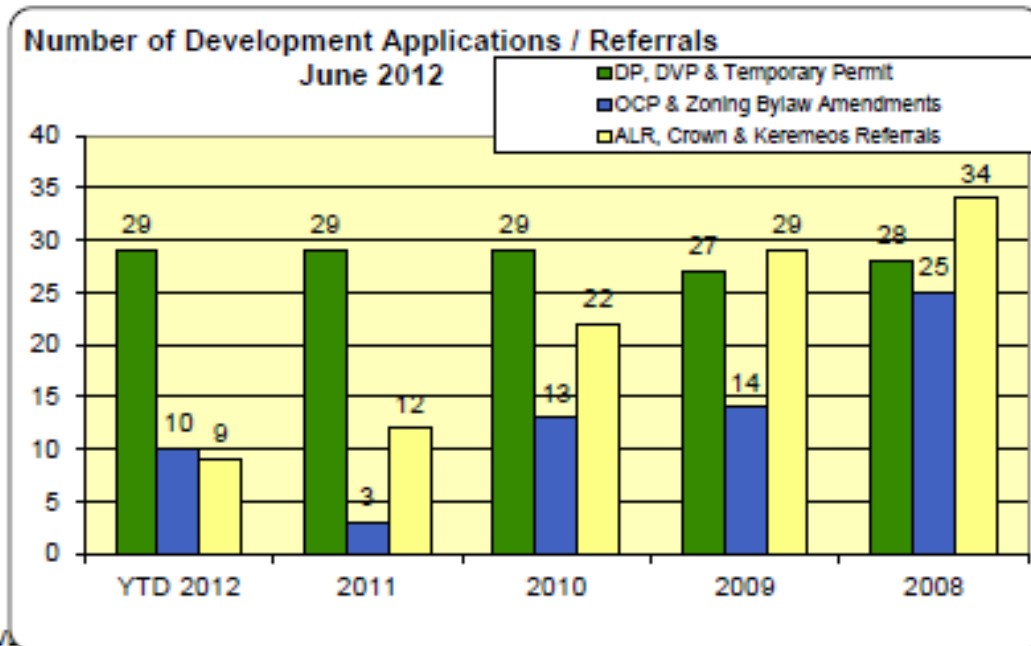
*Donna Butler*

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Donna Butler, Development Services Manager

**Number of Development Applications / Referrals June 2012 Year to Date**

	Month								YTD 2012	2011	2010	2009	2008	
	A	B	C	D	E	F	G	H						
Develop Permit & DVP	1		1	1				1	4					
Temp. Industr/Strata									0					
DP, DVP & Temporary Permit									4	29	29	29	27	28
Zoning									0					
OCP/ZONING									0					
OCP & Zoning Bylaw Amendments									0	10	3	13	14	25
ALR	1								1					
Crown Land									0					
Keremeos/Others									0					
ALR, Crown & Keremeos Referrals									1	9	12	22	29	34



**REGIONAL DISTRICT OKANAGAN-SIMILKAMEEN  
SUMMARY OF BUILDING PERMITS FOR THE MONTH OF JUNE 2012**

<b>NUMBER OF PERMITS</b>									
DESCRIPTION	A	C	D	E	F	H	TOTAL	2012	2011
RENEWALS		1	2			4	7	45	39
S.F.D.	1	1	3			1	6	20	37
MOBILE HOMES		3				1	4	17	5
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI						1	1	1	0
DEMOLITION	1						0	0	0
ACCESSORY USES	2	4	2			4	12	40	39
ADDITIONS / REPAIRS /	2	2	3	1	2	6	16	64	42
COMMERCIAL			2	1			3	16	6
INDUSTRIAL FARM BUILDING EXEMPTION	1	3					0	1	0
INSTITUTIONAL							4	11	14
SOLID FUEL APPLIANCE		1					0	2	3
<b>MONTHLY TOTAL</b>	<b>7</b>	<b>15</b>	<b>12</b>	<b>2</b>	<b>2</b>	<b>17</b>	<b>55</b>	<b>229</b>	<b>202</b>
<b>YEAR TO DATE 2012</b>	<b>33</b>	<b>52</b>	<b>66</b>	<b>20</b>	<b>12</b>	<b>46</b>	<b>229</b>		
<b>SAME MONTH 2011</b>	<b>12</b>	<b>6</b>	<b>8</b>	<b>2</b>	<b>8</b>	<b>11</b>	<b>47</b>		
<b>YEAR TO DATE 2011</b>	<b>35</b>	<b>32</b>	<b>47</b>	<b>20</b>	<b>23</b>	<b>45</b>	<b>202</b>		

<b>DOLLAR VALUE OF PERMITS</b>									
DESCRIPTION	A	C	D	E	F	H	TOTAL	TOTAL YEAR	
RENEWALS		\$1,000	\$61,000			\$123,000	\$185,000	\$463,395	
S.F.D.	\$258,855	\$258,360	\$970,321			\$145,250	\$1,632,786	\$5,447,008	
MOBILE HOMES		\$625,260				\$105,840	\$731,100	\$3,238,300	
CABINS/REC SEMI-DETACHED, DUPLEX, MULTI						\$129,180	\$129,180	\$129,180	
DEMOLITION	\$1,000						\$0	\$11,880	
ACCESSORY USES	\$93,867	\$239,022	\$51,680			\$124,800	\$1,000	\$10,000	
ADDITIONS / REPAIRS /	\$309,955	\$37,380	\$53,850	\$4,480	\$197,940	\$192,700	\$509,369	\$1,290,354	
COMMERCIAL			\$118,873	\$16,667			\$796,305	\$2,471,154	
INDUSTRIAL FARM BUILDING EXEMPTION							\$135,540	\$2,588,365	
INSTITUTIONAL							\$0	\$126,000	
SOLID FUEL APPLIANCE		\$1,000					\$0	not valued / no revenue	
<b>MONTHLY TOTAL</b>	<b>\$663,677</b>	<b>\$1,162,022</b>	<b>\$1,255,724</b>	<b>\$21,147</b>	<b>\$197,940</b>	<b>\$820,770</b>	<b>\$4,121,280</b>	<b>\$15,797,636</b>	
<b>YEAR TO DATE 2012</b>	<b>\$1,890,687</b>	<b>\$4,803,767</b>	<b>\$4,963,708</b>	<b>\$1,076,542</b>	<b>\$510,672</b>	<b>\$2,552,260</b>	<b>\$15,797,636</b>		
<b>SAME MONTH 2011</b>	<b>\$1,607,307</b>	<b>\$401,276</b>	<b>\$584,620</b>	<b>\$53,760</b>	<b>\$1,466,015</b>	<b>\$494,240</b>	<b>\$4,607,218</b>		
<b>YEAR TO DATE 2011</b>	<b>\$3,522,672</b>	<b>\$1,736,291</b>	<b>\$5,544,043</b>	<b>\$1,469,630</b>	<b>\$1,989,270</b>	<b>\$2,685,040</b>	<b>\$16,946,946</b>		

<b>BUILDING INSPECTION REVENUE</b>							
MONTH	2006	2007	2008	2009	2010	2011	2012
JANUARY	\$22,858.73	\$15,685.04	\$25,214.69	\$11,809.60	\$11,777.72	\$17,959.62	\$16,098.23
FEBRUARY	\$18,701.34	\$14,566.50	\$30,704.24	\$23,237.39	\$22,148.93	\$18,531.97	\$14,200.42
MARCH	\$53,740.09	\$16,608.61	\$57,546.50	\$28,570.52	\$19,023.05	\$26,221.83	\$38,322.59
APRIL	\$12,173.32	\$30,280.44	\$59,265.00	\$32,345.79	\$67,151.59	\$31,870.85	\$18,059.44
MAY	\$32,573.94	\$39,709.96	\$40,570.53	\$30,856.22	\$38,836.72	\$42,136.91	\$30,849.83
JUNE	\$33,833.84	\$37,502.42	\$32,179.00	\$35,521.61	\$48,302.07	\$46,768.25	\$44,166.92
JULY	\$45,317.08	\$31,630.12	\$61,403.96	\$28,240.78	\$29,173.69	\$39,690.56	
AUGUST	\$19,099.98	\$30,137.73	\$40,621.83	\$25,430.20	\$17,514.63	\$37,792.51	
SEPTEMBER	\$27,994.61	\$26,072.10	\$29,447.83	\$28,606.77	\$58,038.24	\$40,835.92	
OCTOBER	\$15,480.19	\$26,730.64	\$35,889.37	\$45,411.73	\$46,844.00	\$27,711.60	
NOVEMBER	\$17,007.81	\$41,957.94	\$27,889.15	\$24,651.67	\$58,833.71	\$23,710.90	
DECEMBER	\$13,283.02	\$5,871.19	\$11,435.43	\$17,219.44	\$19,991.95	\$41,386.71	
<b>TOTAL</b>	<b>\$312,063.95</b>	<b>\$316,752.69</b>	<b>\$452,167.53</b>	<b>\$331,901.72</b>	<b>\$437,636.30</b>	<b>\$394,617.63</b>	<b>\$161,697.43</b>